United Nations ST/SGB/2009/4

# Secretariat

18 December 2009

## Secretary-General's bulletin

### Procedures for the promulgation of administrative issuances

The Secretary-General, for the purpose of establishing a more efficient system of administrative issuances in the United Nations and procedures for the promulgation and publication of such issuances, promulgates the following:

**Section 1**
**Categories of administrative issuances**

1.1 In accordance with the provisions of the present bulletin, the following administrative issuances may be promulgated:

(a) Secretary-General's bulletins;

(b) Administrative instructions.

1.2 Rules, policies or procedures intended for general application may only be established by duly promulgated Secretary-General's bulletins and administrative instructions.

**Section 2**
**Entry into force and effect of administrative issuances**

2.1 Administrative issuances shall enter into force upon the date specified therein and shall remain in force until superseded or amended by another administrative issuance of the same or higher level and promulgated in accordance with the provisions of the present bulletin.

2.2 Staff members at all levels shall be responsible for observing the provisions of administrative issuances promulgated in accordance with the present bulletin.

2.3 Administrative issuances shall not apply to the separately administered funds, organs and programmes of the United Nations, unless otherwise stated therein, or unless the separately administered funds, organs and programmes have expressly accepted their applicability.

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**Section 3**
**Secretary-General's bulletins**

3.1 The following matters shall require the issuance of a Secretary-General's bulletin:

(a) Promulgation of rules for the implementation of regulations, resolutions and decisions adopted by the General Assembly, including:

(i) The Financial Regulations and Rules of the United Nations and the publication of consolidated texts thereof;

(ii) The Staff Regulations and Rules of the United Nations and the publication of consolidated texts thereof;

(iii) Regulations and rules governing programme planning, the programme aspects of the budget, the monitoring of implementation and the methods of evaluation, and publication of consolidated texts thereof;

(b) Promulgation of regulations and rules, as required, for the implementation of resolutions and decisions adopted by the Security Council;

(c) Organization of the Secretariat;

(d) Establishment of specially funded programmes.

3.2 Secretary-General's bulletins may also be promulgated in connection with any other important decision of policy, as decided by the Secretary-General.

3.3 Secretary-General's bulletins shall require the approval and signature of the Secretary-General.

3.4 The Secretary-General may delegate the authority to promulgate administrative instructions in implementation of a bulletin.

3.5 Any proposed exception to the provisions of the Financial Regulations and Rules, the Staff Regulations and Rules or any other bulletin shall be referred for decision to the Secretary-General, except as otherwise provided therein.

3.6 Secretary-General's bulletins shall be promulgated in English and French, the working languages of the Secretariat. Bulletins concerning the organization of the Secretariat and the Staff Regulations and Rules shall also be promulgated in Arabic, Chinese, Russian and Spanish.

3.7 Secretary-General's bulletins shall bear the symbol ST/SGB/[year of issuance]/[issuance number].

**Section 4**
**Administrative instructions**

4.1 Administrative instructions shall prescribe instructions and procedures for the implementation of the Financial Regulations and Rules, the Staff Regulations and Rules or the Secretary-General's bulletins.

4.2 Administrative instructions shall be promulgated and signed by the Under-Secretary-General for Management or by other officials to whom the Secretary-General has delegated specific authority.

4.3 Administrative instructions shall be promulgated in English and French.

4.4 Administrative instructions shall bear the symbol ST/AI/[year of issuance]/[issuance number].

**Section 5**
**Review and amendment**

5.1 Officials responsible for promulgating and/or implementing administrative issuances shall see to it that issuances in effect within their respective spheres of competence are reviewed periodically so as to ensure that the rules, instructions and procedures that they prescribe are up to date, that obsolete administrative issuances are abolished with the minimum delay and that new issuances or amendments to existing issuances are promulgated as required.

5.2 Proposals for administrative issuances shall be prepared in consultation with major organizational units concerned.

5.3 Unless emergency situations make it impracticable, proposals for administrative issuances affecting questions of staff welfare, including conditions of work, general conditions of life and other human resources policies, shall be sent to the Office of Human Resources Management, which will ensure consultation with the appropriate staff representative bodies in accordance with staff rules 8.1 and 8.2.

**Section 6**
**Responsibility for control and clearance**

6.1 Proposals for administrative issuances that have followed the consultative process set out in section 5 above shall be submitted to the Assistant Secretary-General for Human Resources Management for final processing as defined in section 6.2 below. For that purpose, there shall be a central registry in the Office of Human Resources Management for all administrative issuances to assist in the discharge of the responsibilities under the provisions of the present bulletin.

6.2 The central registry shall be responsible, inter alia, for reviewing any proposed new issuance and for ensuring:

(a) That its position in the hierarchy and the authority for its establishment are identified;

(b) That it is not inconsistent with issuances higher in the hierarchy;

(c) That it specifies prior issuances that are superseded or amended;

(d) That the requirements of section 5 have been met;

(e) That it has been cleared by the Office of Legal Affairs in order to ensure compliance with the present section;

(f) That it is concise, clear and appropriately expressed and that it complies with the rules and directives on United Nations editorial style.

6.3 Administrative issuances shall not be submitted for signature without certification that all the above requirements have been satisfied.

6.4 Upon signature, the original of administrative issuances shall be deposited with and registered by the central registry. Administrative issuances shall be published and filed in a manner that ensures availability.

6.5 The central registry shall maintain records of the entire processing of administrative issuances, mentioning, as appropriate, date of receipt of the initial draft, originating office, clearances obtained, authority for approval and date of promulgation. The central registry shall also maintain a register of all issuances promulgated, indicating the type of issuance, the date of promulgation, the subject matter and amendments or changes thereto or the abolition thereof.

**Section 7**
**Procedures for the implementation of the present bulletin**

The Under-Secretary-General for Management may promulgate administrative instructions detailing procedures for the implementation of the present bulletin.

**Section 8**
**Final provisions**

8.1 The present bulletin shall enter into force on the date of its issuance.

8.2 Secretary-General's Bulletin ST/SGB/1997/1 of 28 May 1997 is hereby abolished.

8.3 Administrative issuances promulgated in accordance with previous Secretary-General's bulletins concerning administrative issuances shall remain in force until superseded by an administrative issuance promulgated in accordance with the provisions of the present bulletin.

(*Signed*) **BAN** Ki-moon
Secretary-General